The key to ImageSilo is its extremely easy, yet powerful, search capabilities, allowing you to locate any desired document in seconds. ImageSilo offers the ability to easily perform either extremely detailed or very broad searches within a project. You can perform multiple searches across multiple index fields at the same time, as well as perform limiting searches (allowing you to specify ranges of values) on dates and numbers.

General Searching Rules:

- You can specify the number of documents to return in a single query on the *Configuration* page.
- All numeric and date fields allow you to perform "limiting searches" to limit the results to a specific range of values. If both range limits are not filled for a particular index field, ImageSilo will search for the one specific value you have entered.
- Index field searches are NOT case sensitive. In other words, entering the name "smith" will find "Smith".
- ImageSilo allows you to utilize the "*" wildcard to specify any number of unknown characters. For example, searching for T* in a name field would locate any document that had a name beginning with the letter T. Furthermore, searching for *T* would locate any document that included a letter T anywhere in the name. Finally, searching for *T would locate any document whose name ended with the letter T.
- You can perform multiple searches within a single index field by using the & (and) and ^ (or) operators. To perform a search on a name field for names that begin with an A or Z, you could simply enter A*^Z*. To perform a search on a name field for names that begin with an A and end with a P, you could enter either A*P or A*^*P.
- You can perform searches on multiple fields at once. Simply enter the search criteria into the desired fields and select a *Search Type* of "And" (to find documents where all criteria has been met) or "Or" (to find documents where any of the criteria has been met).
- During the search, ImageSilo will initially sort the results in ascending order based on the *Sort By* field selected. Please note that "long text" fields are not available to be sorted on.

To search for a document within a project:

1. Enter the search criteria in the desired fields.

2. If you entered criteria in multiple fields, select the type of search you wish to perform from the *Search Type* list.

3. Select the *Search* button to perform the search.

   The server will perform the search and list the documents that meet the search criteria in the *Search Results* screen.